

CODE OF CONDUCT FOR FELLOWSHIP PROGRAMS

Regarding Applications Process

1. Advise all applicants of receipt of their completed application by email, phone or mail.
2. Extend interview invitations, rejections or wait list status to applicants within 30 days of the application close date.

Regarding Interview Process

3. Provide a fair interview process for all applicants in attendance. The interview process should include an overview of the program and the opportunity to meet the faculty involved with the fellowship program and any current fellow(s).
4. Do not, prior to the match, guarantee that an applicant will match at that program.
5. Provide contact information for current and former fellows if requested.
6. Never demand, imply, or mandate a pre-interview or post-interview visits by an applicant as a necessary component in the fellowship selection and/or evaluation process.

After the Interview

7. Do not contact applicants after the interview.
 - Thank you notes and emails to applicants are discouraged.
8. Do not communicate with an applicant by mail, email or phone to inquire about or influence how the applicant will rank the program.
9. Do not communicate with faculty or others at the applicant's current program regarding the applicant's rank, or to provide feedback regarding the applicant's status at the fellowship program after the interview.

CODE OF CONDUCT FOR APPLICANTS

Regarding Application and Interview Scheduling Process

1. Recognizing that only a limited number of interview slots are available at any given fellowship, applicants should only accept interviews at programs in which they are very interested. Once accepted, an interview should not be cancelled, if at all possible.
2. If an applicant needs to cancel an interview, then the applicant should notify the fellowship program as soon as possible. At least two weeks' notice of cancellation is appreciated so that the program may invite another applicant with sufficient time. Confirm that the program has received notice of your cancellation by via email or a phone call.
 - Applicants should be aware that the fellowship program, at its discretion, may communicate with the applicant's residency director if the fellowship program considers that the cancellation was given without sufficient notice or for an unacceptable reason.
3. Applicants should ask all fellowship program related questions at the interview to avoid post-interview communication.

After the Interview

4. Do not ask the program director, faculty, or attendings how you will be ranked at any time or contact the fellowship program to express an interest in the program after an interview.
 - Thank you notes and emails are discouraged.
5. Applicant questions regarding program logistics and due diligence which came up after the completion of the interview should be directed to the program coordinator, not to the program director, faculty, or attending physicians. Prohibited topics include applicant interest in the fellowship program and rank placement.
6. It is also discouraged for the applicant's residency program faculty to contact the fellowship program's faculty after the interview has occurred to express interest on behalf of the resident, or to solicit information on the applicant's rank status.

Regarding Fellowship Match Process

7. If an applicant accepts a position outside of the match during the interview process, you must notify the appropriate match entity (SF Match or NRMP) and the programs to which you have applied of your intent to withdraw from the match. As a courtesy, advise all applied programs of your immediate plans.
8. The Fellowship Match is considered a binding agreement, and matched applicants are expected to honor their obligation to the matched fellowship program. Once you accept a position and a contract has been signed, you have made a binding commitment with the institution, pending satisfactory completion of the prerequisite training. Note that there may be consequences for failure to abide by the contract terms.
9. Do not commit to a year of training outside of the fellowship to which you were matched without withdrawing from the match or being released from that program.

Oversight of Fellowship Match Process

All match related comments and complaints should be submitted to the AAOS (bos@aaos.org) and the specialty society which manages the match in question—in this case, the AOFAS (fellowship@aofas.org).